



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

A modernized and credible customs administration that upholds good governance and is among the world's best

REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for **"Provision of Conference Room for Revenue Accounting Division"** in accordance with the Revised Implementing Rules and Regulations of Republic Act No. 9184. The details of the project are as follows:

- Name of Project: **Provision of Conference Room for Revenue Accounting Division**
- Location: **General Services Division, OCOM Building, Gate 3, South Harbor, Port Area, Manila**
- Approved Budget for the Contract: **Four Hundred Seventy-Three Thousand Six Hundred Twenty-Seven pesos and Thirty-Three Centavos (PHP473,627.33) inclusive of tax**
- Specifications:

QTY.	DESCRIPTION
1 LOT	<p>A. GENERAL CONDITION</p> <p>Complete all works for the project "Provision of Conference Room for Revenue Accounting Division (RAD)" including supply of all materials, equipment, and systems, as well as the performance of all necessary labor and processes, in accordance with the plans, specifications, the Bidding Documents, the Terms of References and other related contract documents.</p> <p>The contractor is not limited to the scope of works listed. He should verify all plans and actual conditions for the necessity of work. If the actual situation calls for demolition, removal, and relocation he shall include such and all concomitant works to finish as part of the scope of work.</p> <p>Any discrepancies found between the drawings and specifications and the site conditions or any errors or omissions in the drawings or specifications should be clarified with the Architect/Consultant/Engineer.</p> <p>Should the contractor fail to verify or clarify discrepancies, errors, conflicts, or omissions in the drawings and specifications, it shall be deemed that the contractor has included in the preparation of his bid the necessary works, materials, or items needed to satisfy the general scope of works.</p>



B. SCOPE OF WORKS

1. Mobilization

- a. Preparation of logistics of contractor's equipment;
- b. Setting up of temporary facilities within the site; and
- c. Setting up of necessary water and power lines required for the Project.

2. Site Works

- a. Site demolition and dismantling of existing concrete walls, dry walls, ceiling and electrical wirings; and
- b. Hauling of debris and materials from the project site to the appropriate disposal area.

3. Carpentry Works

- a. Supply and installation of 6mm ficem board with complete standard metal furring support on all ceilings as indicated in the plans and Bill of Quantities (BOQ);
- b. Supply and installation of 9mm thk. ficem board with complete standard metal stud support on all drywalls as indicated in the plans and BOQ; and
- c. Supply and installation of PVC fluted wall panel including all cabinets as indicated in the plans and BOQ.

4. Floor and Tiling Works

Supply and installation of 50x50 cm carpet floor tiles and 40x40 cm homogeneous floor tiles as indicated in the plans and BOQ.

5. Doors

Supply and installation of solid panel door with jamb and customized concealed sliding door with PVC grooved wall panel with complete accessories as indicated on plans and BOQ.

6. Electrical Works

- a. Dismantling of all existing lighting fixture, wiring devices, roughing-ins/raceways, and accessories;
- b. Supply and installation of complete electrical system as indicated in the plans;
- c. Supply and Installation all lighting fixtures as indicated in the Reflected Ceiling Plan or as specified by the architect and/or End-user's representative;
- d. Supply and installation of wiring devices, switches, outlets, and accessories as indicated in the plans and BOQ;
- e. Supply and installation of wiring cables and roughing-ins as per plans and BOQ;
- f. All exposed existing electrical wiring, data cables, and telephone lines within the building shall be covered with unplasticized PVC



moldings. Use appropriate sizes to accommodate wires and cables with proper insulation, and do not combine electrical wiring, data cables, and telephone lines on the same raceways;

- g. Complete testing and commissioning of all electrical lighting, power, and auxiliary systems; and
- h. Securing of electrical wiring permit and certificate of electrical inspection.

7. Painting Works

- a. All surface defects shall be repaired, and all surfaces shall be scraped to remove deteriorated coatings and other deleterious materials. Surfaces shall then be cleaned with steam or with a commercial cleaner to remove all grease, oil, and chemical residues;
- b. Prior to painting works, surfaces on masonry, wood, and metal must be free from any dirt, grease, old paint, and rust, eliminate loose or peeling paint, and get rid of rust deposits before applying primer/putty and paint finish;
- c. Painting of cabinet, walls, and ceiling as indicated in the plans and BOQ; and
- d. Contractor shall ensure that all delivered painting materials to the work site shall be in original containers with seals and labels intact. Containers shall not be opened until after they have been inspected by the End-user or its duly authorized representative.

8. Demobilization

- a. Site clean-up;
- b. Hauling of debris and materials from the project site to the appropriate disposal area; and
- c. Removal and hauling of tools and equipment from the project site.

9. Terms of Payment

The Billing Schedule specified in the table below shall be followed by the contractor:

Order of Billing	Project Accomplishment Percentage
First (1 st) Billing	At least 50% of the work has been accomplished
Second (2 nd) Billing	At least 80% of the work has been accomplished
Final Billing	100% accomplished

C. SPECIFICATIONS

All drawings, whether small scale or detailed drawings, are intended to work in unison with the specifications and to form part thereof, when figures are given, they are to be followed in preference to measurement by scale. Anything shown in the drawings but not mentioned in the specifications (or vice-versa) or anything not expressly set forth in either (but which is reasonably implied) shall be furnished and installed as thought specifically shown in mentioned both.



1. Carpentry Works

All wood shall be treated with colorless anti-termite wood preservatives.

a. Ceiling

Ceiling works shall utilize 6mm ficem board with complete standard metal furring supports.

b. Wall

Drywall Partition

Use 9mm thk. ficem board with complete standard metal studs supports.

2. Tiling Works

Tiles and their accessories must be free from defects that affect their quality, appearance, and strength. All tiles shall be set to correct grades and levels true to lines, laid even. Submit Material for approval.

Use 50x50 cm carpet floor tiles for conference area and 40x40 cm homogeneous tiles for conference room entrance area.

Use heavy duty tile adhesive and tile grout joint filler. Use t-trim/threshold between two different tile materials.

3. Painting

Application of Plastered Paint Finish on all interior and exterior walls/partitions, ceiling, and concrete surfaces within the scope of the interior and exterior renovation works unless otherwise indicated in the plans and specifications.

- a. All paint and accessories, materials incorporated in or forming a part thereof shall be subject to the approval and selection of color, tint, finish, or shade by the Architect;
- b. Painting of all surfaces, except otherwise specified shall be (3) coats work, one primer and two finish coats;
- c. All paint materials shall meet the requirements of paint materials under class A;
- d. All surfaces to be painted shall be examined carefully before beginning any painting work, and other trade works installed in workmanship condition to receive paint or ant particular finish;
- e. All paint materials shall meet the requirements of the specifications set by GSD and shall be delivered on the job in the original container, with labels intact and seal unbroken.
- f. Concrete surfaces;
Latex paint shall be used, and preparation and application must be according to the manufacturer's instructions.
- g. Drywalls;



Latex paint shall be used, and preparation and application must be according to the manufacturer's instructions. Use spray paint for cubicle partition only;

- h. Wooden and metal surfaces;
Automotive Lacquer paint shall be used, and preparation and application must be according to the manufacturer's instructions. Use spray paints; and
- i. Color pigments shall be used to produce the exact shades of paint, which shall conform to the approved color scheme.

4. Electrical Works

- a. Quality Assurance - All materials to be used shall be new and shall conform with the reference codes and standards. Use of materials shall be further be governed by other requirements, impose on other sections of these specifications. Materials shall be subjected to the necessary tests for their suitability where required;
- b. Alternate Materials - use of any material, not specified in these specifications may be allowed provided such alternate has been approved by the agency in accordance with generally accepted standards;
- c. Identification of Materials - Each length of pipe, fitting, box, fixture, and device used in the electrical system shall have cast, stamped or indelibly marked on it the manufacturer's trademark or name, the weight, type and classes or product when so required by the standards mentioned above;
- d. Wires and Cables;
 - i. All wires shall be copper, soft-drawn and annealed, shall be of 99% conductivity, shall be smooth and true and of the cylindrical form and shall be within +/-1% variation of the actual size called for.
 - ii. Wires and cables shall be plastic insulated for 600 volts working pressure, type Thermoplastic High Heat-resistant Nylon-Coated (THHN) unless otherwise noted.
 - iii. All wires and cables shall be color coded, color-coding of wires are as follows:
 - (a) Line 1 – red
 - (b) Line 2 – yellow
 - (c) Line 3 – blue
 - iv. Minimum size of branch circuit wire shall be 3.5 mm² THHN for power and lighting system with 3.5mm² THHN minimum ground wire.
 - v. Wires 3.5 mm² and bigger shall be stranded.
- e. Switches; and
 - i. Switches shall be flush mounted and rated at 15 Amperes (Amps), 250 volts, one way, three-way as required.



	<ul style="list-style-type: none"> ii. Switches shall be quiet type, spring loaded, and the cover plates shall be subject to the approval of the Architect and the Engineer. <p>f. Receptacles</p> <ul style="list-style-type: none"> i. Receptacles shall be duplex, flush mounted and rated at 10 Amps., 250 volts, parallel or tandem slots with grounding slots as required. All 110 volts receptacle outlets shall be rated 15 Amps, 120 volts. 220 volts receptacle outlets shall be distinct from the 110 volts receptacle outlets in terms of configurations and shall be provided with markings. ii. Cover plates shall be subject to the approval of the Architect and the Engineer. Stainless steel cover plate shall be required on all wet or damped area. iii. All receptacle outlets with Ground-Fault Circuit Interrupters (GFCI) shall be rated for 250 volts application with a sensitivity setting of 300 milliamps.
--	--

Interested suppliers are required to submit **original/certified true copy** of the following: 1) valid and current Mayor's Permit, (In case of expired MP/BP, Submit copy of recently expired permit and official receipt as proof of renewal), 2) DTI/SEC Registration (for partnerships/corporations, attach General Information Sheet & Articles of Incorporation), 3) PHILGEPS Registration Certificate, 4) Original duly signed Omnibus Sworn Statement (OSS) and Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder, 5) Latest Income/Business Tax Return, 6) PCAB License, 7) Certificate of Satisfactory Performance issued by the Bureau of Customs (for contracts entered into with the Bureau) or from any other office/agency, if the former is not applicable and 8) duly signed price quotation form (Annex "A"). All must be properly signed and sealed. Must be submitted in hard copy.

Submission of quotation and eligibility documents in hard copy is on or before **May 06, 2024, 10:00 a.m., at General Services Division (GSD)**, Ground Floor, OCOM Building, Port Area, Manila.

Award of contract shall be made to the lowest quotation, which complies with the minimum description as stated above and other terms and conditions stated in the price quotation form.

Awarded Bidder must secure Performance Security/Performance Bond 30% of Contract Price upon receipt of Notice of Award.

Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the bidder or his/her duly authorized representative/s.

The BOC reserves the right to accept or reject any or all quotations and to impose additional terms and conditions as it may deem proper.



For inquiry, you may contact us at Telefax no. 8526-6571 or email us at boc-svp@customs.gov.ph.

Very truly yours,


ISAGANI D. GALSIM
Head, BAC Secretariat/
Chief Administrative Officer
General Services Division



Annex "A"

PRICE QUOTATION FORM

Date:

The Bids and Awards Committee
Bureau of Customs
Port Area, Manila

Project Name: **Provision of Conference Room for Revenue Accounting Division**

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the items as follows:

DESCRIPTION	QTY		MATERIAL COST		LABOR COST	TOTAL
	#Units	UM	P/Unit	Total		
A. Mobilization/Demobilization	1.00	lot				
subtotal:						
B. Demolition Works	1.00	lot				
subtotal:						
C. Carpentry Works						
Ceiling:						
Ficem board (6 mm)	13.00	sht/s				
Metal Furring (5m length)	30.00	lgth				
Carrying Channel (3m length)	15.00	lgth				
Blind Rivet	310.00	pcs				
Metal Screw	110.00	pcs				
Wall Angle – 3m Length	10.00	lgth				
Miscellaneous	1.00	lot				
Backdrop:						
PVC fluted wall panel	30.00	pcs				
Metal Screw	450.00	pcs				
Miscellaneous	1.00	lot				
Built-in Cabinets:						
Plyboard 3/4"	15.00	sht/s				
Skim coat (25 kg)	3.00	bags				
Duco paint	1.00	lot				
Sandpaper	1.00	lot				
Cabinet accessories	1.00	lot				
Consumables	1.00	lot				
Drywall Partitions:						
4' x 8' – Plywood / Fiber Cement Board (9 mm)	8.00	sht/s				



Rivets	150.00	pcs				
Metal Screw	100.00	pcs				
Miscellaneous	1.00	lot				
subtotal:						
D. Floor and Tiling Works						
50cm x 50cm Floor Carpet Tiles	65.00	pcs				
40cm x 40cm floor tiles	30.00	pcs				
Portland Cement	2.00	bags				
Tile adhesive (25 kg)	1.00	bags				
Tile grout	1.00	bag				
Sand	0.20	cu.m.				
Consumables	1.00	lot				
subtotal:						
E. Painting Works						
Ceiling & drywall partitions (70 sq.m):						
Flat Latex	6.00	gals				
Semi-Gloss Latex (double coat)	12.00	gals				
Skim coat (25 kg)	8.00	bags				
Paint Thinner	5.00	gals				
Tinting color	1.00	lot				
Paint Brush	1.00	lot				
Paint Roller	1.00	lot				
Drop cloths	1.00	lot				
Paint tray	1.00	lot				
Sandpaper	1.00	lot				
Consumables	1.00	lot				
subtotal:						
F. Electrical Works						
Conduits, Boxes and Fittings						
15mmØ x 3.00 m Polyvinyl Chloride (PVC) Pipe	23.00	pcs				
15mmØ 90° PVC Elbow (Long bend)	5.00	pcs				
15mmØ PVC Adapter w/ Locknut and Bushing	32.00	sets				
20mmØ x 3.00 m Polyvinyl Chloride (PVC) Pipe	7.00	pcs				
20mmØ 90° PVC Elbow (Long bend)	3.00	pcs				
20mmØ PVC Adapter w/ Locknut and Bushing	2.00	sets				
Junction Box w/ Cover (PVC)	22.00	pcs				
Utility Box (PVC)	9.00	pcs				
Square Box (PVC)	1.00	pc				
Wiring and Wiring Devices						
3.5 mm ² Electric Wire THHN Stranded	134.00	l.m.				
5.5 mm ² Electric Wire THHN Stranded	25.00	l.m.				
5.5 mm ² Electric Wire TW (G)	20.00	l.m.				



8.0 mm ² Electric Wire THHN Stranded	60.00	l.m.				
1-Gang Switch, 16A, 250V	1.00	pcs				
2-Gang Switch, 16A, 250V	1.00	pcs				
LED Square Panel Light 12W (Recessed Type)	2.00	pcs				
12Watts Multiple Downlight Recessed type MR16	4.00	pcs				
LED 7Watts GU10 MR16 Square Recessed type	8.00	pcs				
Duplex Convenience Outlet 16A, 250V.	5.00	pcs				
Polarized 3-prongs (ACU Outlet)	1.00	pcs				
Emergency Light	2.00	pcs				
Panelboard						
Lighting and Power Panelboard (Plug-in)	1.00	set				
Top Main:50AT/50AF,230V,1Phase						
Branches: 4						
1 x 16AT, 2P, 230V MCB						
2 x 20AT, 2P, 230V MCB						
1 x 32AT, 2P, 230V MCB						
Nema-1 FLUSH MOUNTED						
Auxiliary Works						
1.Conduits, Boxes and Fittings						
15mmØ x 3.00 m Polyvinyl Chloride (PVC) Pipe	7.00	pcs				
15mmØ 90° PVC Elbow (Long bend)	4.00	pcs				
15mmØ PVC Adapter w/ Locknut and Bushing	4.00	sets				
Junction Box w/ Cover (PVC)	1.00	pcs				
Utility Box (PVC)	3.00	pcs				
Wiring and Wiring Devices						
UTP Cable Cat6	1.00	lot				
1-Gang LAN Cat6 Outlet Wall/Ceiling Mounted	3.00	pcs				
1-Gang Tel Cat6 Outlet Wall Mounted	1.00	pcs				
Miscellaneous and Consumables	1.00	lot				
subtotal:						
G. Doors						
Supply and Installation of tempered glass door with complete accessories	1.00	set				
Supply and Installation of customized sliding hidden door with PVC fluted panel	1.00	set				
Supply and Installation of accordion door	4.50	sq. m				
Door Accessories and Consumables	1.00	lot				
subtotal						



Work Duration: 45 Calendar Days

Total amount in words:

The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

Name/ Signature of Representative

Name of Company

Mayor's Permit No. _____

PhilGEPS Registration No. _____

(Please submit the photocopies of the above documents upon submission of quotation)

Direct Cost	
Material Cost	
Labor Cost	
Mobilization	
Total Direct Cost	_____
Indirect Cost	
OCM (15% of DC)	
Contractors Profit (10% of DC)	
Total Indirect Cost	
Tax (5% of DC + IC)	_____
TOTAL PROJECT COST	

